

### 2019 JD TEMPLATE

Position Title	Department	Reports to
Production Services Coordinator	Production	Director of Production
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	August 2019

#### POSITION SUMMARY

The Production Services Coordinator supports the Production team by providing administrative support, coordinating artist services, and coordinating community events. The Production Services Coordinator will coordinate event planning, budgeting, and execution for shows and events as assigned; managing artist services budget per show, arranging and executing artist services requirements; and tracking budgets for all Production Department activities. Serves as on the on-site liaison for clients and artists and performs administrative tasks for the production department.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Support the Production Department with tracking various metrics, calendar distribution, other administrative tasks as assigned.
- Serve as Production liaison and on-site coordinator for outdoor events as assigned.
- Provide budget estimates for artist services, tracking, and settlement for event expenses.
- Responsible for coordinating schedule and communicating needs across Long Center departments.
- Ensure deliverables are made according to needs, specifications, and quality standards.
- Coordinate Production and Operations with third-party partners.
- Responsible for coordinating artists' services (transportation, catering, and hospitality) schedule and confirming needs in calendar software.
- Provide budget forecast and tracking for artists' hospitality, hotel, transportation, and expenses.
- Arrange details of artist participation in activities related to the performance (Meet & Greet, media coverage, VIP events, etc.).
- Serve as or arrange for runner as needed in coordination with Director of Production.
- Correspond with talent agents as needed.
- Create invoices, check requests, and other forms related to the Artist Services aspect of events.
- Perform other work-related duties as assigned.

#### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree or 4 years of direct and relevant experience.
- Experience working with artists and event planning.
- Mastery of MS Office Suite.
- Proven success in coordinating events varying in size.
- Experience in creating layouts, processes, and project management.
- Organized, great communicator, customer relations and presentation skills, network builder, creative thinker, highly collaborative.
- Effective verbal and written communication skills with leadership, colleagues, and individuals inside and outside the Long Center.



#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate, occasionally high.

#### NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.